

DDA Registry

File *Bldg 610*

DD/A 74-3804

30 SEP 1974

MEMORANDUM FOR: Executive Secretary, CIA

THROUGH : Administrative Officer, DCI

SUBJECT : Request for Reimbursement for Executive Dining Room Charges
Incurred in the Conduct of Official Duties

REFERENCE : DCI Memorandum, dtd 11 January 1974, Same Subject

The officer named below incurred expenses on the date indicated in an official capacity. It is requested that the charges indicated be reimbursed from U. S. Government funds.

Date: 3 July 1974

Host: Harold L. Brownman, Deputy Director for Management and Services

Guests: Department of State: Ambassador L. Dean Brown
William Galloway
Michael Conlin
Donald Bouchard

Agency
Participants:

Harold L. Brownman, DD/M&S
John F. Blake, ADD/M&S

STATINTL

Dr. John R. Tietjen, D/Medical Services
Charles W. Kane, D/Security

Reimbursable
Charges

\$50.93

Check one:

☒ I certify that the payment of the charges cited herein are allowable under the standards established by referent memorandum.

☐ I certify that prior approval was obtained from the Director for an exception to the provisions of the referent memorandum.

ADMINISTRATIVE

John N. McMahon

Acting Deputy Director for Administration

Distribution:

- 0 & 1 - Addse w/cy of receipts
- 1 - AO/DCI w/cy atts
- 1 - ER w/o atts
- 1 - DDA Subject w/atts
- 1 - DDA Chrono w/o atts

DD/A/ [REDACTED]:5454 (30 September 1974)

STATINTL

REQUEST FOR REIMBURSEMENT OR PAYMENT	NAME OF CLAIMANT OR REQUESTING OFFICER		DATE—VOUCHER NO. 2-12 (Finance use only)	
	Harold L. Brownman		300444	
FUNDING ARE REQUESTED FOR EXPENSES INCURRED ON OFFICIAL BUSINESS OF A CONFIDENTIAL, EXTRAORDINARY, OR EMERGENCY NATURE AND ARE IN PAYMENT FOR: (Attach receipts and other supporting documents)				
Reimbursement for authorized Executive Dining Room expenses per attached memorandum and receipt.				
Memorandum and receipt retained in AO/DCI for audit purposes.				
PAYMENT INSTRUCTIONS		I CERTIFY FUNDS ARE AVAILABLE		
CERTIFICATION (Check when applicable)		OBLIGATION REFERENCE NO. 2001		
<input type="checkbox"/> REIMBURSEMENT		CHARGE FAN ACCOUNT NO. 5110-1010		
<input type="checkbox"/> PERSONAL SERVICES		LIQUIDATION CODE		
I certify that the disbursements itemized above were necessarily made by me and that I have not been nor will I be reimbursed therefor from any other source and that this claim and attachments are true and correct.		DATE 1		
The amount requested is due the payee for satisfactory performance of duties in accordance with the terms of his contract or other written or oral agreements.		AUTHORIZED SIGNATURE		
DATE 1/30/74		DATE		
SIGNATURE Harold L. Brownman		DATE		
ACKNOWLEDGEMENT OF RECEIPT		DATE		
AMOUNT		CHECK NO.		
DATE		SIGNATURE		
SPACE BELOW FOR EXCLUSIVE USE OF OFFICE OF FINANCE				
DESCRIPTION—ALL OTHER ACCOUNTS 13-33				
DESCRIPTION—ADVANCE ACCOUNTS 13-27				
SHIP. DOC. NO.				
REC. RPT. NO.				
PROJECT NO.				
40-41 EXCISE				
42-47 OBLIG. REF. NO.				
48-49 DBL SUB NO. PAY PER				
50-54 GENERAL LEDGER ACCT. NO.				
55-66 COST—FAN ACCOUNT SYMBOL				
67-70 OBJECT CLASS				
71-80 AMOUNT				
DEBIT				
CREDIT				
DATE				
PREPARED BY				
DATE				
REVIEWED BY				
TOTALS				

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR REMITTANCE TO INSURE CREDIT TO PROPER ACCOUNT

[illegible]

46.30
10% SURCHARGE 4.63

50.93